

Travel & Expense Account Summary

Employee Name Therese DELGADILLO
Expense Dates 03/19/10-03/26/10
Report Name 9001--March 2010

Request Total \$ 473.40
Direct Charge Total - 319.40
Travel Advances - 0.00
Net Due Employee = 154.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	March 26, 2010	354.40
Regular Travel	March 19, 2010	119.00

NOTE: (d)=Direct Charge

DATE	Fri Mar 19									TOTAL
Mileage, Personal Auto	115.00									115.00
Road Tolls	4.00									4.00
TOTALS \$	119.00									119.00

DATE	Fri Mar 26	Fri Mar 26								TOTAL
Commercial Air Fare (d)	319.40									319.40
Taxi Fare	10.00									10.00
Mileage, Personal Auto	5.00	5.00								10.00
Parking, Auto	9.00									9.00
Breakfast	6.00									6.00
TOTALS \$	349.40	5.00								354.40